FOCUS
Focus on Customer ~ Upgrade ~ Support

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State of Kansas

FOCUS Project
Upgrade Meeting

August 18, 2015

Agenda

Focus on Customer ~ Upgrade ~ Support

- Introductions
- Executive Message
- Project Timeline
- User Acceptance Testing
- Functionality Impacts
- Travel Reimbursement Update
- Change Management
- Security & Browser Compatibility
- What's Next – Cutover Preparation
- Closing Remarks/Questions

Executive Message

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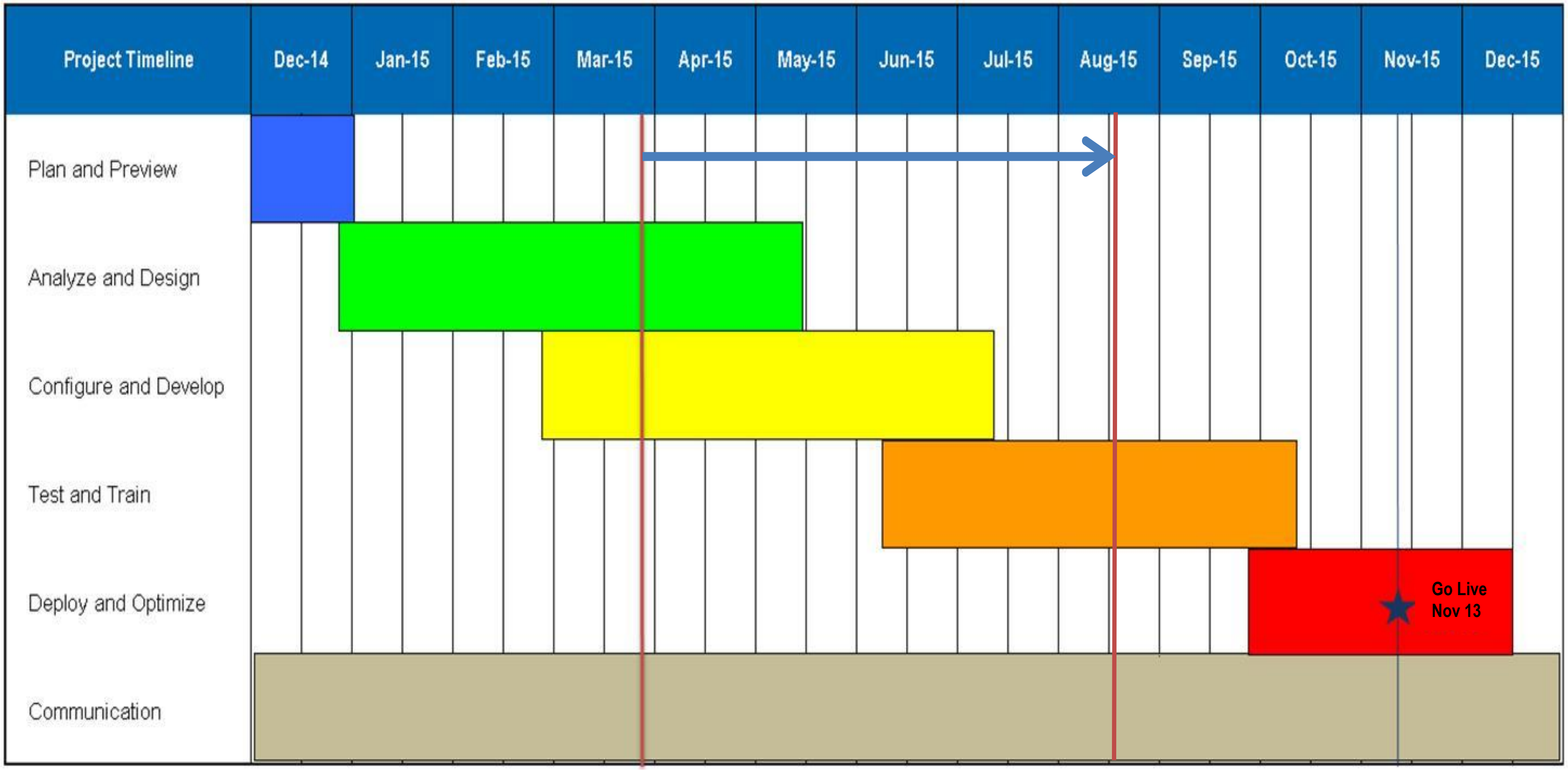
- Sarah Shipman, Acting Secretary

  Department of Administration

Project Timeline

Where we are today



Phase II & III

- During the Analyze & Design (phase II) the FOCUS team completed:
  - Fit/Gap sessions
  - Establishment of Technical infrastructure and initial upgrade pass
  - Functional and Technical specification
    - Retrofit of existing customizations identified as still required
    - Configuration/Customization of new functionality

- During the Configure & Develop (phase III) the FOCUS team has completed:
  - Review and configuration of setup tables
  - Changes to existing security and implementation of new security settings
  - Documentation of new or updated business processes and learning guides
  - Creation of test plan and test scripts (including security test scripts)
  - Retrofit of approved customizations, interfaces, batch processes, and reports

Phase IV – Test and Train

- During the Test & Train phase the FOCUS team is completing:
  - System Test Cycles
    - Execution of test scripts; Resolution/Re-testing of any defects identified in testing
  - System Integration Testing
    - SHARP to SMART; Agency Interfaces
    - At this time, no agency changes are required to existing agency interfaces
  - Security Testing
    - Verification of existing security; addition of new functionality to existing roles
  - User Acceptance Testing
    - Review of selected functionality/browser compatibility/firewall access
  - Test Moves 2 and 3 for technical database upgrade and move of database to hosting center
  - Creation/Updates/Roll-out of end user training via the SmartWeb

Phase V – Deploy & Optimize

- During the Deploy & Optimize phase the FOCUS team will be completing:
  - Technical architecture review (Production), including performance load testing
  - Communication to End User Community of Agency cutover checklists, training materials, cut-over impacts, etc.
  - Finalization of Project Team Go-Live Cutover Checklist
  - Execution of Upgrade to Host Cutover and System Validation Nov. 6th – 12th
  - Release of upgraded SMART 9.2 system to agencies on Nov. 13th
  - Optimization of SMART 9.2 system and resolution of any post go-live issues
  - Completion of project documentation/Roll-Off of SCI consulting staff

User Acceptance Testing

User Acceptance Testing

- What is UAT?
  - Sub-set of end users testing system functionality in a controlled environment
  - Purpose is to:
    - Expose users to new functionality before go-live
    - Get feedback on items not working as expected
- How does UAT work?
  - Participants are given test scripts to execute
  - Test scripts are step-by-step instructions for how to do a business process
  - Scripts include “expected results” so user knows when a step fails
  - Any issues identified by UAT testers are reported for resolution
- When will UAT occur?
  - Scheduled to take place 9/18 – 10/1

User Acceptance Testing

- Where will UAT take place?
  - Public URL to allow testers to execute scripts from their own desks
  - "At your desk" testing allows us to identify system issues <u>and</u> connectivity/firewall issues with your agency
  - Testers provided with:
    - URL to dedicated UAT environment
    - Login information
    - Test scripts with execution deadlines
    - Contact information for questions & reporting defects

- Who will participate in UAT?
  - Still identifying which agency users will be invited to assist
  - Invitations will go out later this month

Functionality Impacts

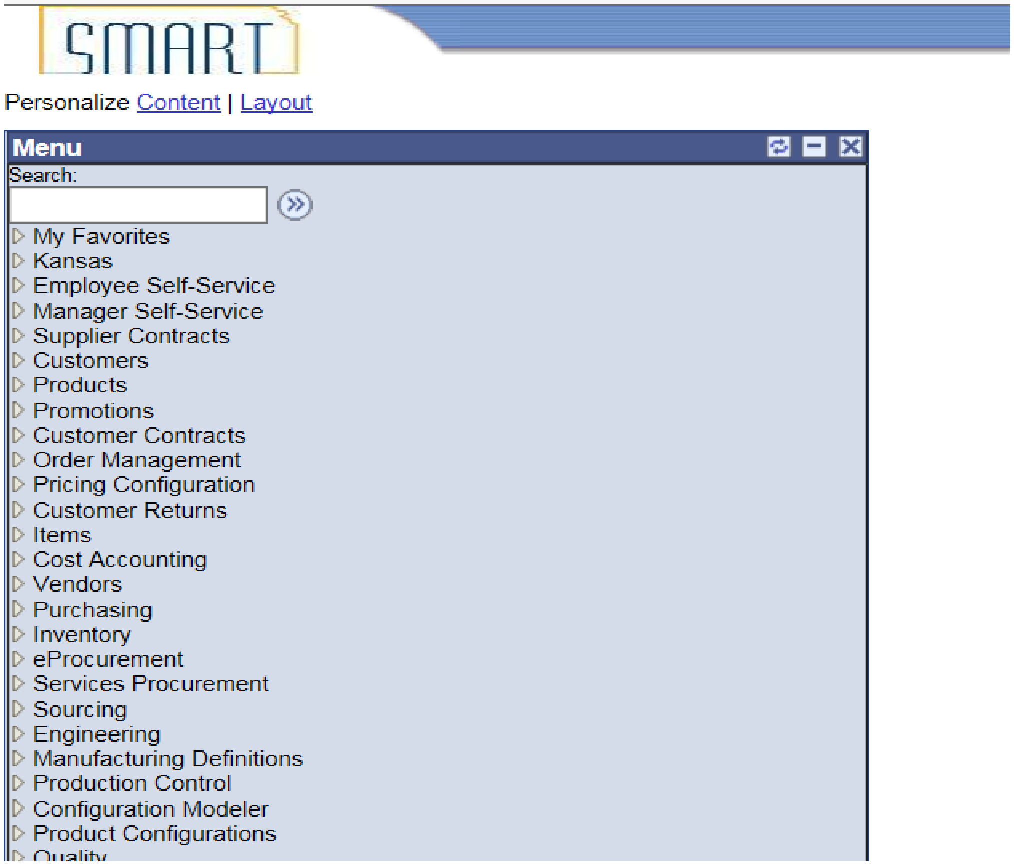
Functionality Impacts

- Global Enhancements
- Module Changes
- WorkCenters
- eSupplier

Functionality Impacts - Global

- Look & Feel has been updated
  - Menu and navigation will be a change for users

Menu in SMART 9.0:



Functionality Impacts - Global

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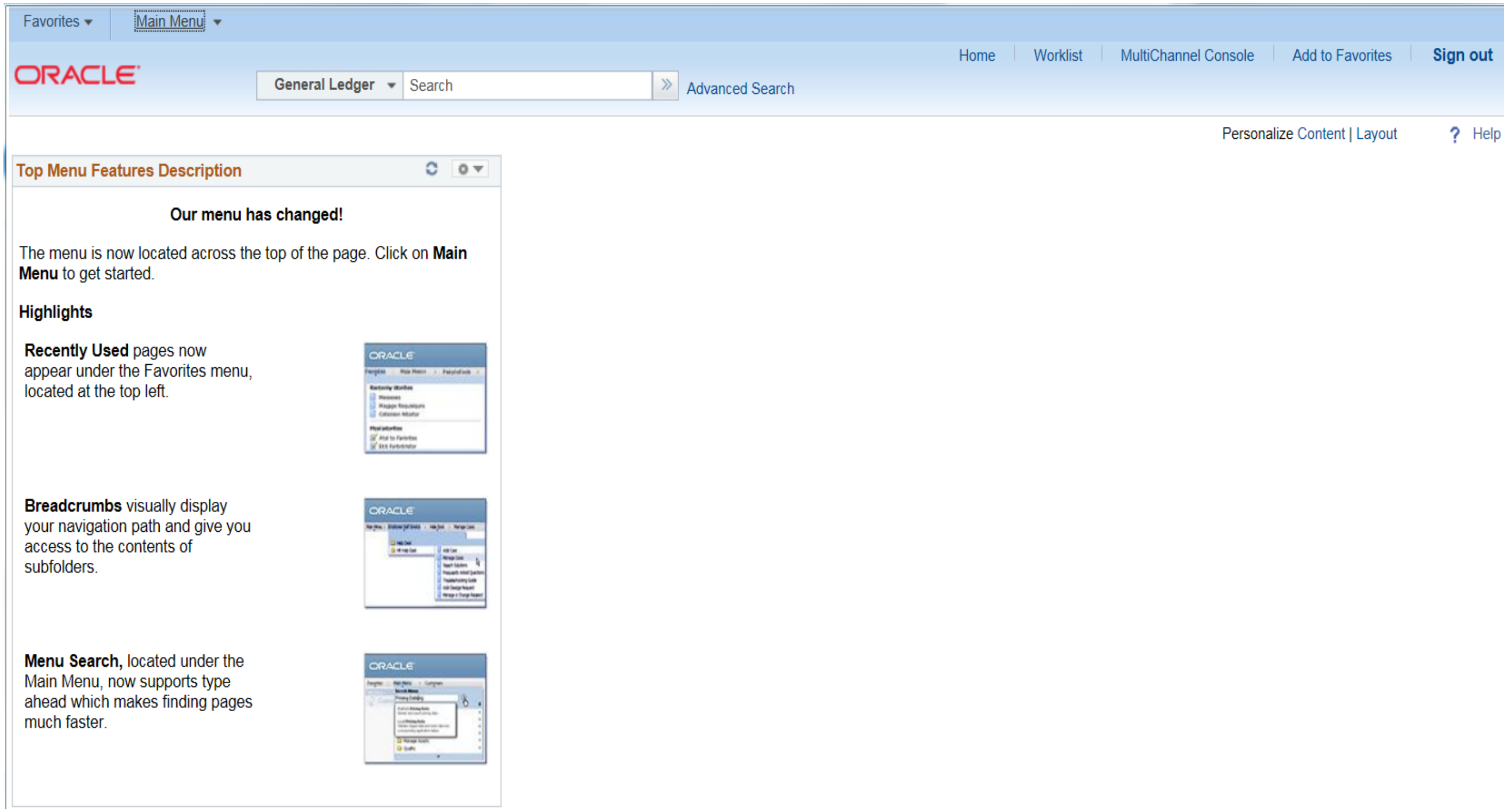
Menu in version 9.2:



Functionality Impacts - Global

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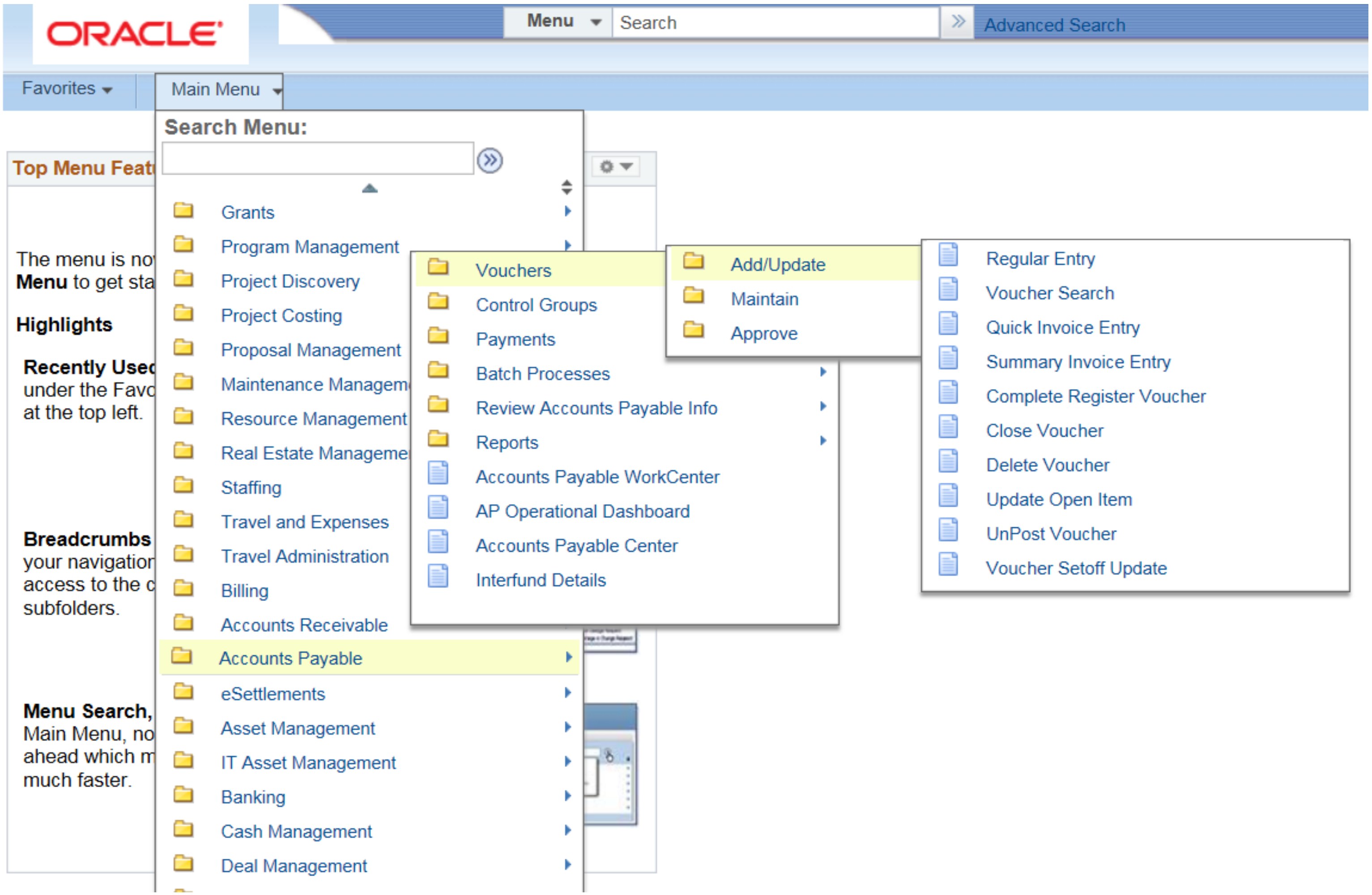
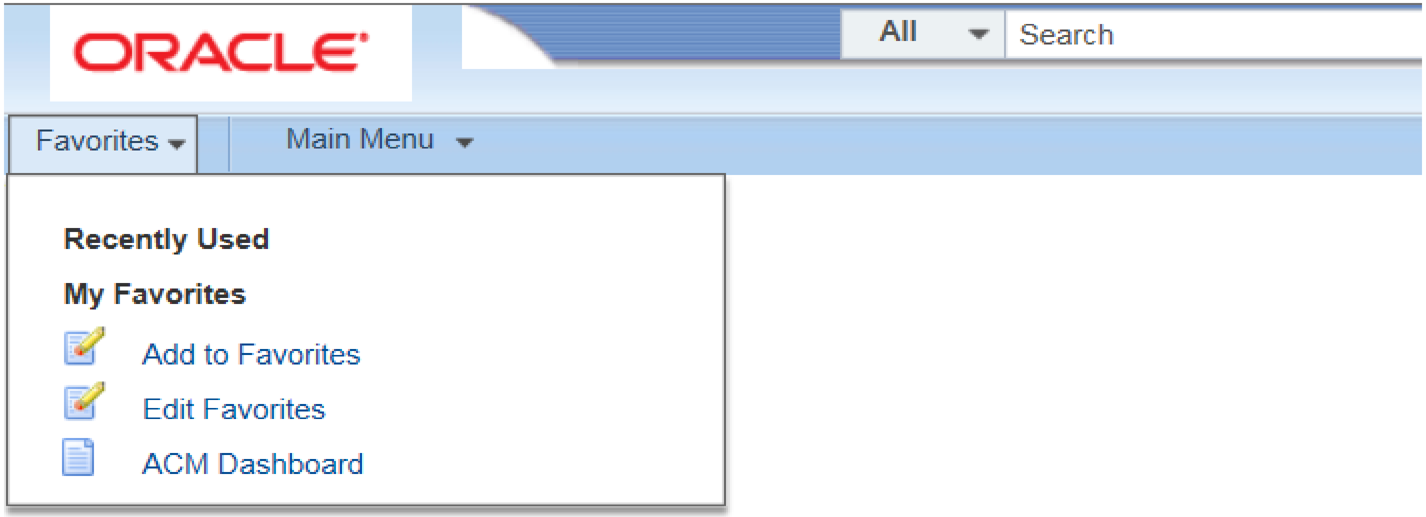
Breadcrumbs visually display the navigation path to a page



Functionality Impacts - Global

Favorites will help users with navigation.

- Includes Recently Used and My Favorites



Functionality Impacts - Global

- Oracle Secure Enterprise Search (SES)
  - Enables the user to take action from search results without navigating through the menus
  - There are two search abilities available:
    - Basic
      - Allows the user to search for a keyword or string
    - Advanced
      - Allows the user to enter other filter and criteria to narrow the result
  - Results will only display items the user has security access to
  - More details were included in the March meeting presentation which can be found on the SMART *Web* website

Functionality Impacts - Global

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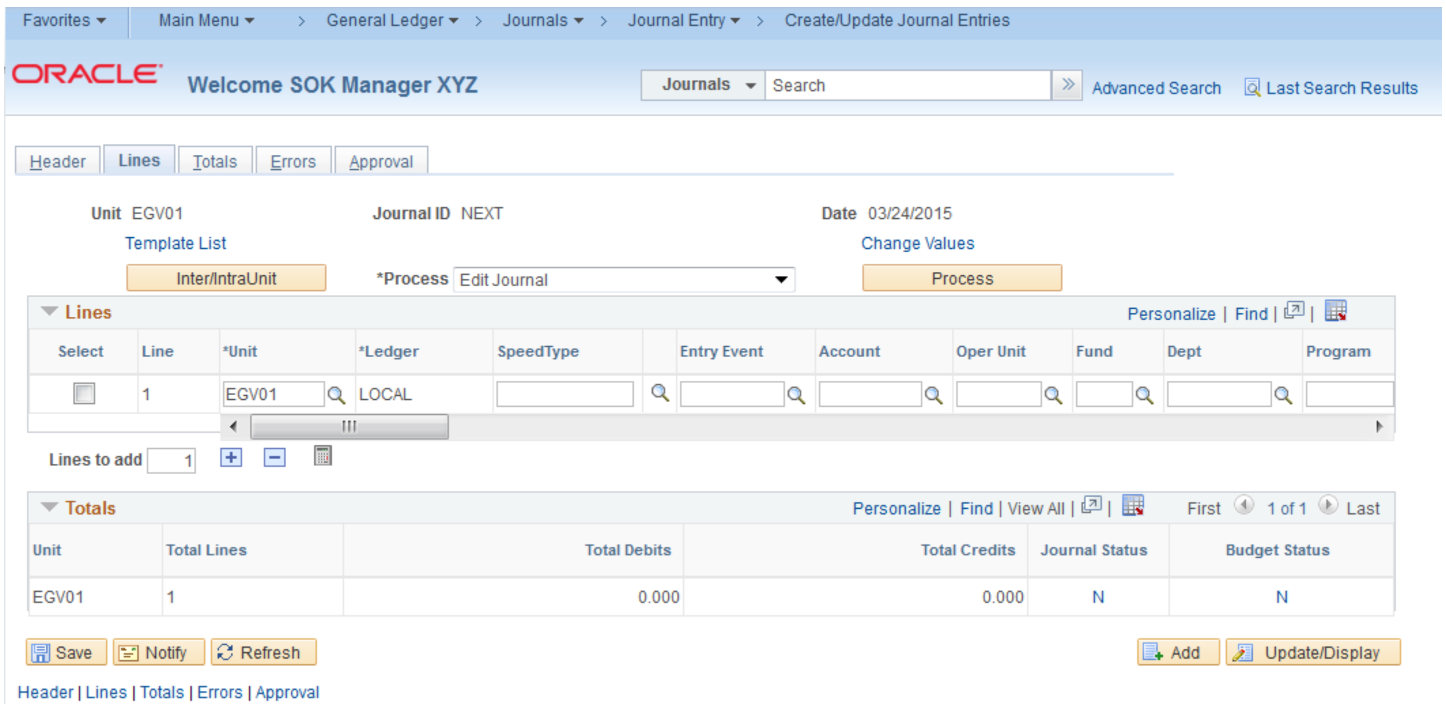
- Tab Over Functionality
  - Will be turned on in version 9.2
  - This allows users to tab to the next entry field rather than stopping on magnifying glass



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Functionality Impacts - Global

- Attachments
  - Ability will be turned on in the entire application
  - This will allow users to attach documentation related to their transactions
  - SMART 9.0 currently has attachment functionality for requisitions, purchase orders, and contracts
  - Version 9.2 will allow users to add multiple attachments to the header line in eProcurement
  - Version 9.2 will add attachment functionality for vouchers, deposits, expenses, assets, journals, and vendors

Functionality Impacts - Global

- Attachments
  - There will be a limit to the size of the file being attached and will be included in future project communication
  - Multiple attachments are allowed
  - Avoid attaching documents that do not add value to the transaction
  - System retention for attachment files is expected to be three years, however may need to be adjusted to a lesser length of time if storage space becomes an issue.
  - Agencies should not use SMART as the method for retention of attachment documents

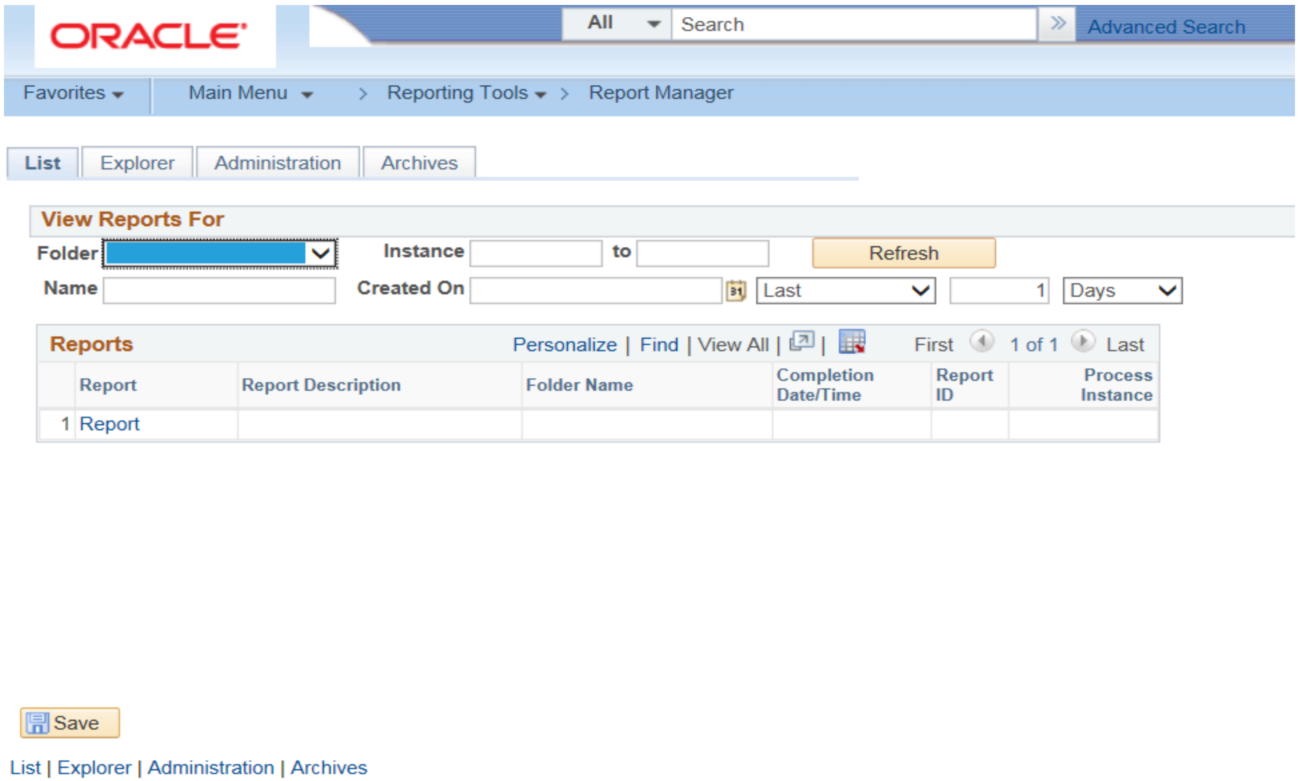
Functionality Impacts - Global

- BI Publisher
  - New in 9.2 and used for many reports
  - Reports that use BI Publisher will not place the output results under the “View Log/Trace” link in the Process Monitor
  - To pull the resulting BI Publisher report, users will have to navigate to the Report Manager

Functionality Impacts - Global

- BI Publisher
  - Navigation for Report Manager

    Main Menu > Reporting Tools > Report Manager



Functionality Impacts - Modules

- General Ledger and Commitment Control
  - Users can see Budget Date on Journals
  - KPO00007 - Current Obligations Report
    - New fields have been added: Voucher ID and Sheet ID
  - Spreadsheet Journal
    - New Push Feature allows for users to load the journal without logging into SMART
  - Chartfield Request – new form within system
    - This new request is available for Department ID, Fund, Budget Unit, and Program Code
    - Users can initiate request to add, update, or inactivate

Functionality Impacts - Modules

- General Ledger and Commitment Control
  - ChartField Request

Add or Update Functionality:

Update Functionality allows for Inactivation.

Functionality Impacts - Modules

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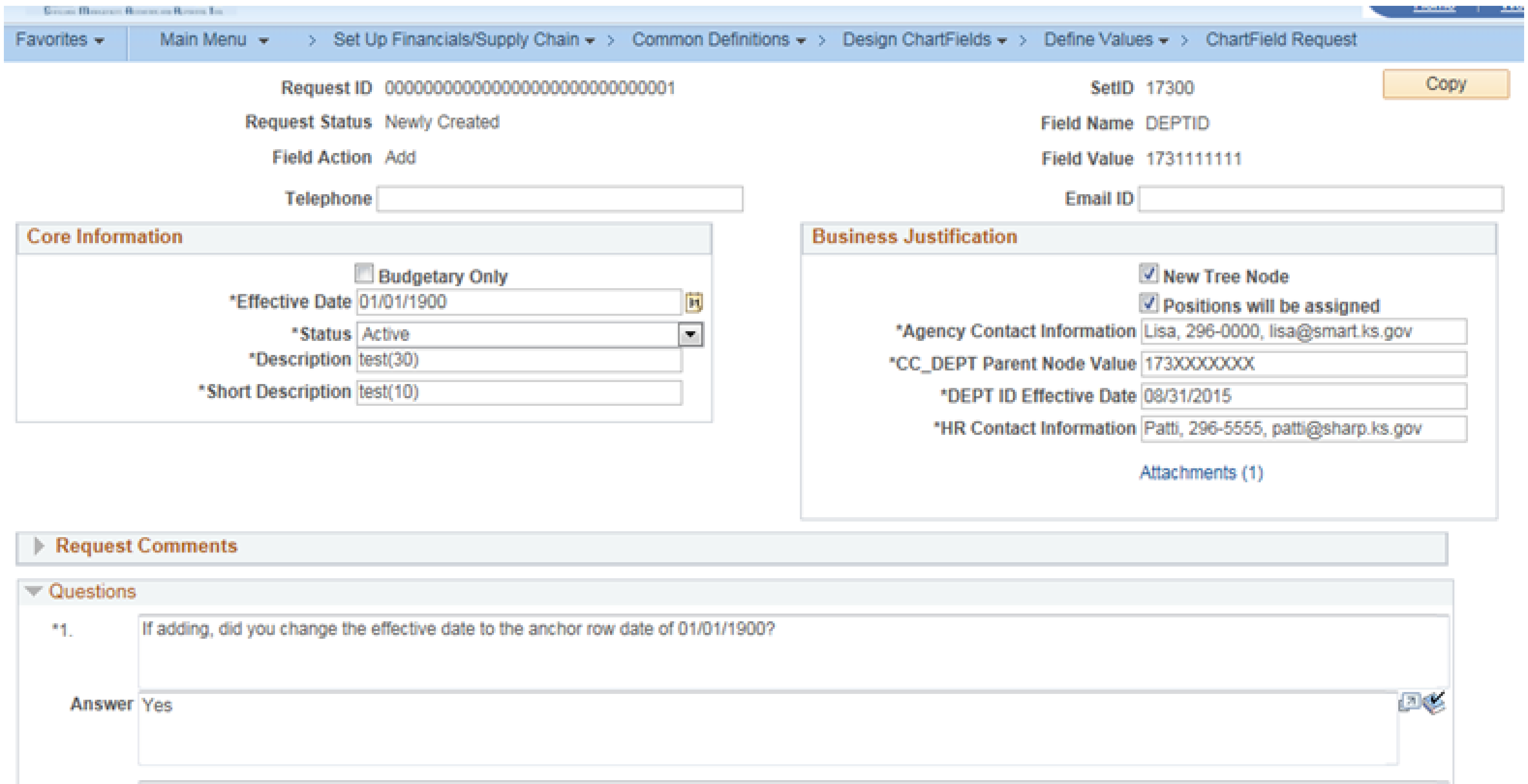
- General Ledger and Commitment Control
  - ChartField Request (Includes predefined questions)

Example of Department ID Request:



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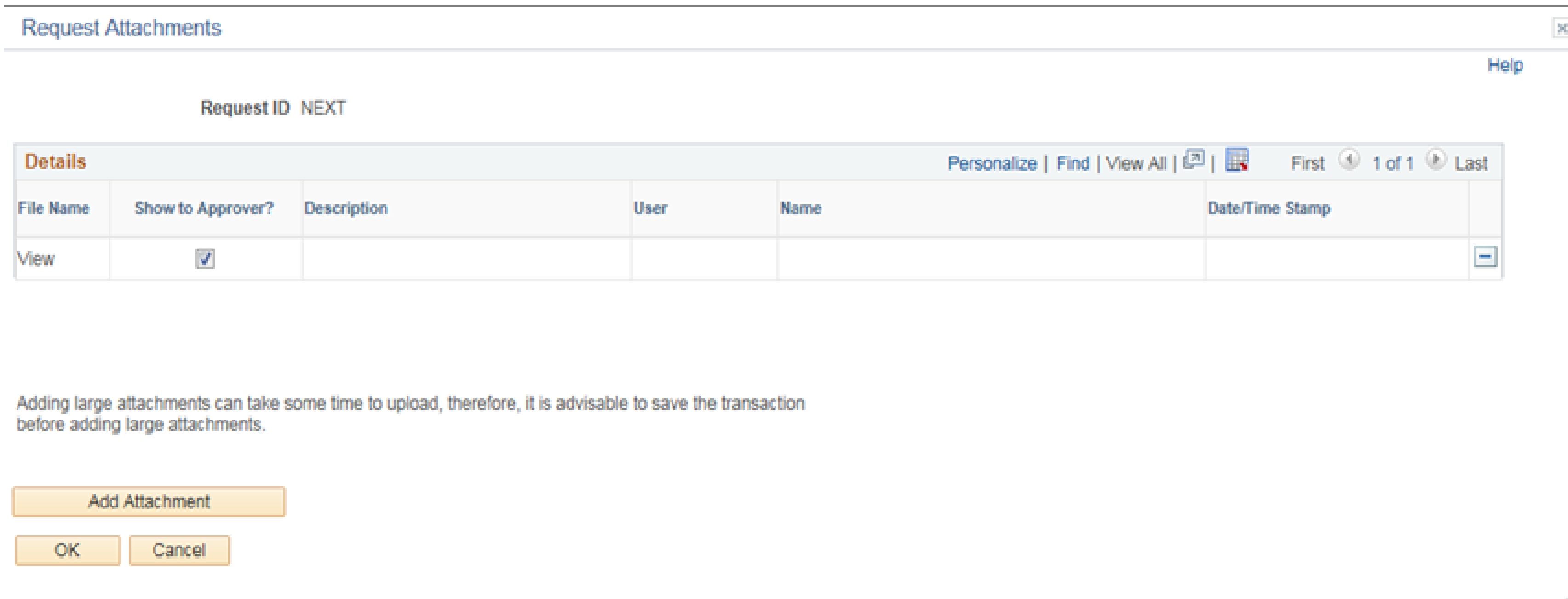
Functionality Impacts - Modules

- General Ledger and Commitment Control
  - ChartField Request

Attachment Functionality Available:


Request Attachments

Help

Request ID NEXT

Details — Personalize | Find | View All | First 1 of 1 Last

File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
View	☑				

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

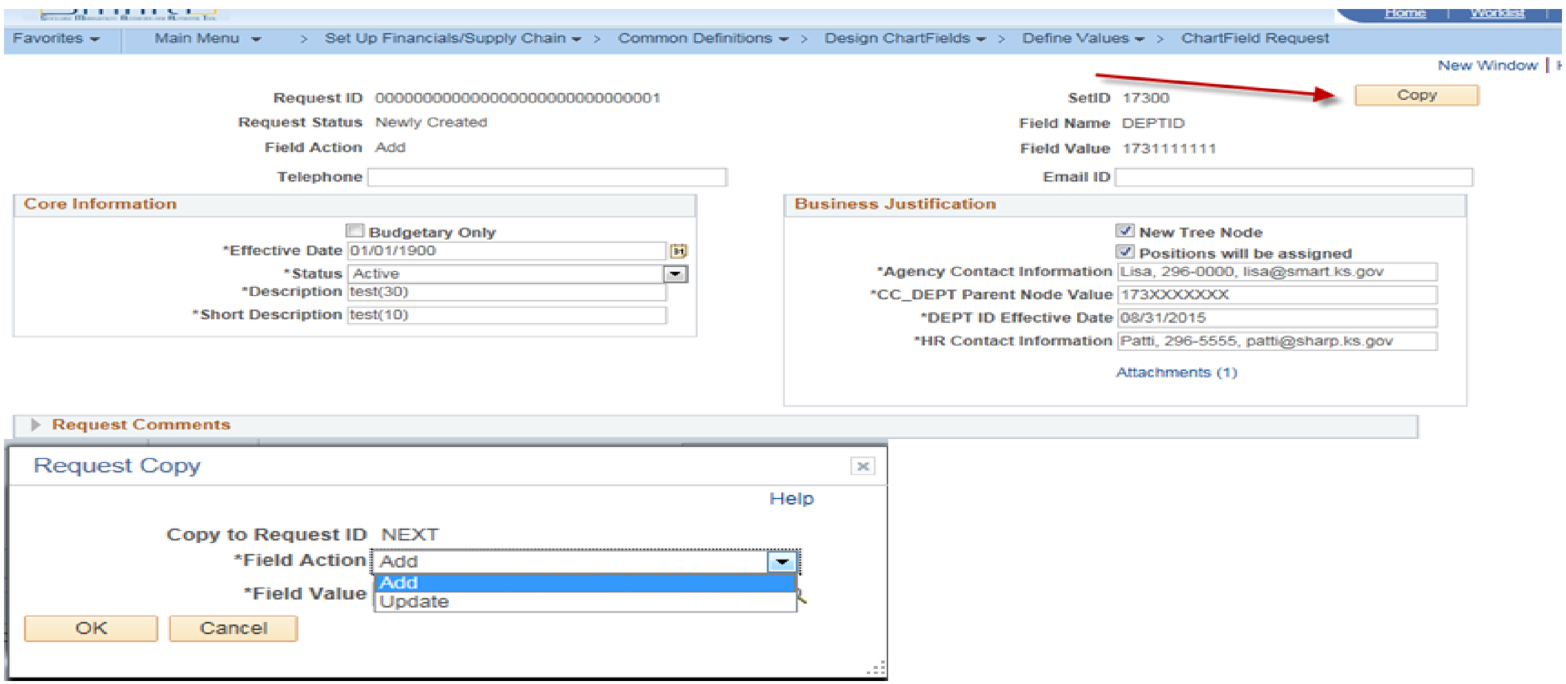
Add Attachment

OK Cancel

Functionality Impacts - Modules

- General Ledger and Commitment Control
  - ChartField Request

Ability to move directly to another transaction:



Request Copy functionality allows you to copy the record you were just on and update the applicable fields.

Functionality Impacts - Modules

- General Ledger and Commitment Control
  - ChartField Request
    - Security is being added to existing roles
      - Agency Chartfield Maintainer will be able to enter Chartfield Requests
      - KS GL Approver Level 3 will be able to approve Chartfield Requests at the agency level
      - Final approval will be completed by the SMART Team

Functionality Impacts - Modules

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- Accounts Payable
  - Save Incomplete Vouchers
    - New button on voucher entry page to 'Save for Later'. Saves voucher with incomplete status flag. An Incomplete Voucher checkbox is populated when the user selects 'Save for Later' on the invoice tab.
    - A new field has been added to the Voucher Search page to allow users to find incomplete vouchers (status = incomplete)
  - New AP Workflow
    - Users will be able to see the voucher approval path from the Voucher Summary tab

Functionality Impacts - Modules

- Accounts Payable
  - Supplier Hold message is shown on Voucher Payment Tab if the supplier is on hold
  - Add Attachments to Vouchers
    - Attachments can be added at the header level
  - Approvals for Vouchers
    - New ability to approve via e-mail
    - New Mobile Application allows approvals from mobile devices

Functionality Impacts - Modules

- Suppliers
  - *Vendors* in 9.0 have been relabeled as *Suppliers* in 9.2
  - Add Attachments to Supplier Records
    - Examples: W-9s on new vendors, DA-130
    - Will be secured by role, so after saving, only selected central roles can see the attachment
  - Duplicate Supplier Checking
    - Currently only applies to active records. In 9.2, applies duplicate record checking to inactive supplier records as well.
  - Supplier Name Change Tracking
    - Can see the date/time and UserID for changes to certain Supplier Name fields

Functionality Impacts - Modules

- Travel and Expenses
  - CONUS
    - CONUS rates are included in the configuration
    - Expense Types were simplified – 198 down to 104
      - Instead of having multiple Expense Types to indicate In State, Out of State, High Cost, etc., there will be just one Expense Type
    - Locations and Location Groups will be used for all travel related Expense Types
  - New Workflow
    - Users will be able to see the approval path from the Expense page, like within Accounts Payable
  - Attachments
    - Can be added to Expense Reports, Travel Authorizations, and Cash Advances

Functionality Impacts - Modules

- Travel and Expenses
  - Expense Report main screen is more streamlined and does not include additional tabs
  - Users now have to check a box to certify that all information is correct before submitting an Expense Report, Travel Authorization, or Cash Advance
  - Travel Authorizations will not be budget checked until they have the status of Approved
  - Mobile Applications
    - End users can submit transactions
    - Approval functionality included
    - Allow attachments to be added and viewed

Functionality Impacts - Modules

- Accounts Receivable
  – Users will be able to apply payments directly from the Deposit – Payments tab without having to navigate back to the menu
  – Attachments can be added to Pending Items, Item Payments, and Maintenance Worksheets
  – Ability to sort the Maintenance Worksheet by absolute value of the item balance column
  – Additional search criteria on Maintenance Worksheet
  – The new Collections Workbench is a central point for users to review action items, analyze customer information, and perform actions

Functionality Impacts - Modules

- Accounts Receivable
  - Ability to print consolidated invoices on customer statement reports
  - Ability to efficiently track transaction processing on Pending Item deletes, Payment Worksheet deletes, and Payment deletes
  - Receivables Manager Dashboard allows managers to monitor high level analytics: key receivables information such as balances by customer, customer aging, items by status, and payments by status

Functionality Impacts - Modules

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- Billing
  - Billing Manager Dashboard
    - Visual overview of Bills by Status, Incomplete Invoice Processes, and Invoice Analysis by Month
  - BI Publisher
    - Generate Invoice process uses this new tool
    - Allows for the e-mailing of invoices

Functionality Impacts - Modules

- Customer Contracts
  - Contracts Workbench gives users a single view of Customer Contracts, Grants, and Project Costing information on one page
    - Hyperlinks allow users to drill into detail transaction information
  - Navigation to enter the Billing Limit has change
  - Users will be able to modify the Sold To Customer on an Active contract

Functionality Impacts - Modules

- Grants
  - Federal Award Identification Number (FAIN) and Reference Award Number are now entered on the Proposal and carry forward to the Award Profile during the Generate Award process
  - Expanded Field Lengths
    - CFDA Title
    - Reference Award Number
    - Letter of Credit Doc ID
  - Supplemental Data
  - Contracts Workbench
  - Grants Portal

Functionality Impacts - Modules

- Project Costing
  - Supplemental Data
  - Contracts Workbench
  - New configuration for Rate Sets
    - Should eliminate State-funded transactions from appearing on the Billing Worksheet
  - KS_PC_BILLING_WORKSHEET query
    - To include document information: Voucher ID, Employee ID, Journal ID, Expense Report ID and chartfield information
  - Manager Transaction Review Page
    - Enhanced to search by Contract Number and Contract Line Number

Functionality Impacts - Modules

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- ePProcurement
  - Requester required
    - A “Dummy” Requester will appear on all new Requisition as they are created
    - Users will need to update the Requester before submitting the requisition so that all appropriate chartfield information will populate
    - The landing page will be Requisition Settings page to make it easier to change the Requester before entering items and saving

Functionality Impacts - Modules

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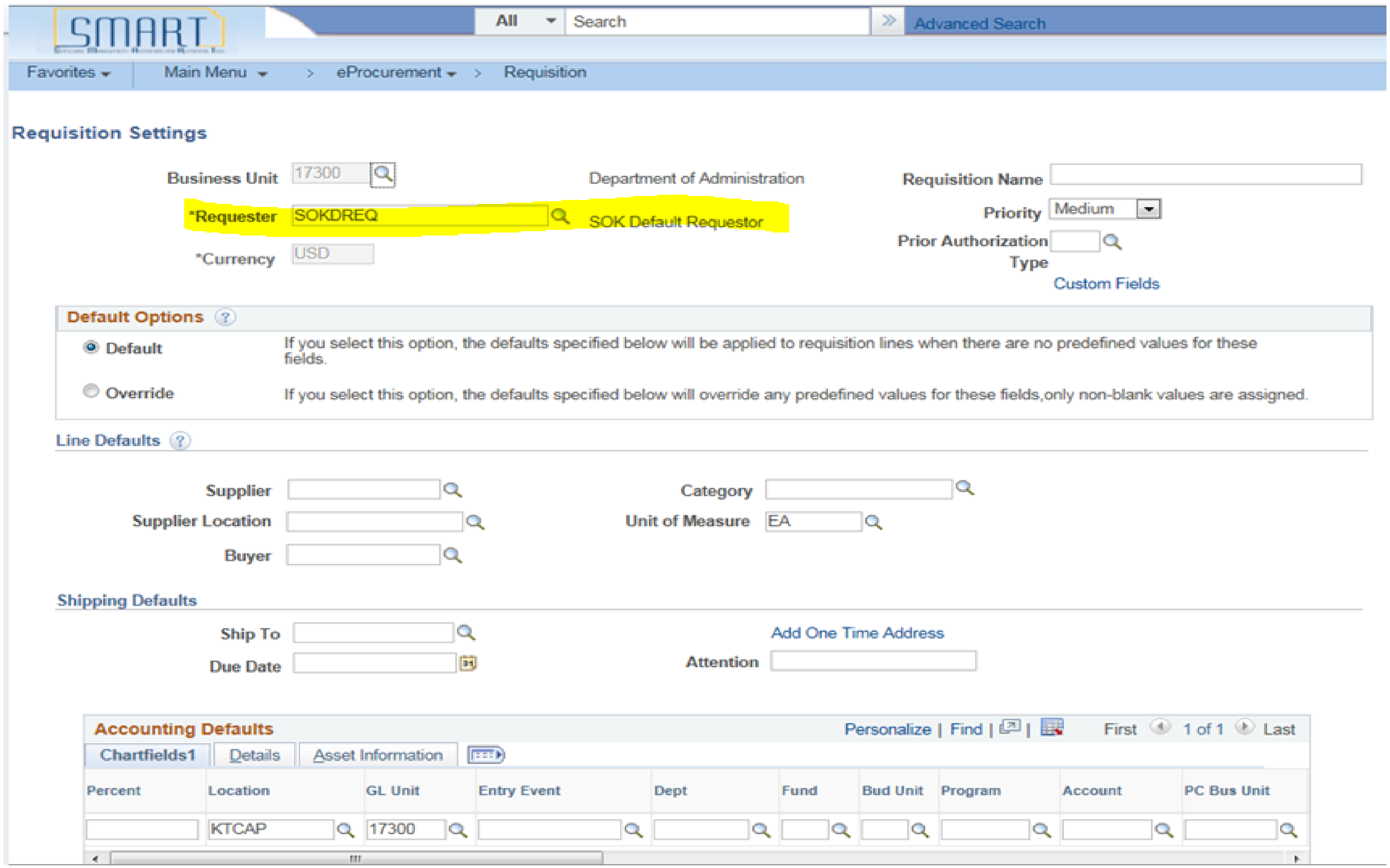
- eProcurement – Requisition Settings Page



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Functionality Impacts - WorkCenters

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- WorkCenters
  - Separate WorkCenter available for each module
  - Starting point for key menu links and queries
  - Limit the need to navigate through the full menu
  - Show key information readily
  - Flexibility in Configuration and Use
    - Initially configured by the project team
    - Some personalization allowed by user
  - See the March meeting presentation for more details

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Functionality Impacts - eSupplier

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- eSupplier
  - This topic was covered in the March meeting
  - Additional enhancements to delivered functionality have been identified
  - Enhancements could not be accomplished during the timeframe for the project
  - eSupplier can still be used as it is, but the process for granting access for a supplier will be manual
  - 10-20 suppliers will be selected to pilot eSupplier during Dec/Jan timeframe

Functionality Impacts - eSupplier

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- eSupplier
  - Once enhancements are in place, suppliers will be able to register themselves
  - The current Vendor Self Service website will be utilized in the outreach to suppliers
  - The SMART *Web* website will have new supplier job aids
  - Agencies will be given information that can be provided to suppliers

Agency Preparation

Agency Preparation – SMART 9.0

- October 26th through 30th
  - Agencies should use the Month End Checklist and resolve any issues found

Agency Preparation – SMART 9.0

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- November 2nd through 5th
  - Note that the last day agencies can transact in SMART 9.0 will be Thursday, November 5th
    - The system will close at 6 pm, the nightly batch process will run, then the cutover process will start
  - Agencies should re-run and work the Month End Checklist prior to 6 pm on November 5th
  - Vouchers and Expenses should be approved and processed through paycycle by the close of business on November 5th
  - Workflow changes will impact transactions
    - Transactions cannot be partially approved in Workflow

Agency Preparation – SMART 9.0

- November 6th through 12th
  - There will be no ability to create transactions in SMART 9.0 or SMART 9.2
    - No paycycles, no batch processing, no interface processing, etc.
    - No payments can be generated, even payments that are considered to be external
    - No deposit processing
      - Similar to what is done at year end, agency deposits should be taken to the State Treasurer
    - The system will be available on November 9th as View Only
    - Users will be able to pull existing reports from Process Monitor
      - Please note that existing reports in SMART 9.0 will not be transferred to SMART 9.2. Users will be able re-run reports in SMART 9.2 starting on November 13th

Agency Preparation – SMART 9.0

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- December 17^{th}
  - SMART 9.0 will no longer be available for viewing

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Agency Preparation - SMART 9.2

- November 6th through 12th
  - Review training materials for SMART 9.2
  - Consider updating computers to new browser versions
  - Clear Internet History and any SMART-related browser Favorites
  - Even through SMART 9.2 will be going through the cutover process, the URL will be available for agencies to test access to the login page through agency firewalls
- November 13th
  - New system will be available

Agency Preparation – SMART 9.2

- Items to note
  - All data in SMART 9.0 will move forward to the SMART 9.2 environment
  - Any Pages saved in the SMART 9.0 Favorites Menu will carry forward to SMART 9.2
  - User ID and passwords will remain exactly the same
    - If a password expires while the system is unavailable, the user will be prompted to change their password upon first attempt to sign on
  - No changes for interface processing - inbound or outbound

Travel Reimbursement Update

Travel Reimbursement Update

CONUS – used generally to describe subsistence (meals and lodging) rates developed at the federal level

- Three federal agencies

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Travel Reimbursement Update

Terminology

- **CONUS** – stands for CONtinental United States. Federal General Services Administration is responsible for and maintains the contiguous states rates. Applies to all states sharing borders, including Washington, DC. CONUS doesn't include Alaska and Hawaii.

- **OCONUS** – stands for Outside the Contiguous United States. OCONUS rates are established by the Dept. of Defense. While OCONUS has rates for foreign countries tied to military families' travel, it also contains rates for Alaska and Hawaii. For our purposes OCONUS will be used for these two states as well as US territories.

- **International Travel** – foreign country reimbursement rates are established by the Federal State Department. The State Department's foreign rates will be used for international travel.

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Travel Reimbursement Update

Why CONUS?

- Simpler to administer
- Utilize SMART 9.2 Functionality – For SMART users the travel locations and subsistence rates will be loaded into SMART with the exception of international subsistence rates
- Out of state reimbursements align closer with actual travel locations
- State Dept. “CONUS” rates used for International Travel effective July 1, 2014. See Informational Circular 15-A-002

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Travel Reimbursement Update

CONUS Implementation

- CONUS will be implemented as part of the transition to PeopleSoft 9.2
- Testing is currently in progress for the system changes related to CONUS
- Test results will assist in finalizing the decision regarding the CONUS implementation date
  - Implementation will either be at go-live (Nov. 13th) or January 1, 2016
- Additional communications regarding transition date/transition activities related to CONUS will occur in October

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Travel Reimbursement Update

CONUS Location and Rates websites

- GSA CONUS rate data file contains 37,500 records for US towns, cities, seasons, etc. that will be loaded into SMART 9.2 Travel & Expense Module
- Dept. of Defense OCONUS – Locations and rates will be loaded into SMART for Alaska, Hawaii and U.S. Territories
- This website contains the most recent CONUS and OCONUS location and rate files: http://www.defensetravel.dod.mil/site/perdiemFiles.cfm
- State Department Foreign Rates – Foreign locations will be loaded into SMART but rates are not. User will go to State Department website to find applicable rate for the travel location https://aoprals.state.gov/content.asp?content_id=184&menu_id=78

Travel Reimbursement Update

- CONUS has standard rates applicable to all locations
- Except certain specific locations are considered Non-Standard Areas (NSAs) which have their own rates within the CONUS rate data file

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Travel Reimbursement Update

- High Cost Geographic Areas concept is replaced by the actual rates for the travel location. CONUS rate setting looks at the costs of a specific city, town, or county and determines whether the city or area is designated as a Non-Standard Area (NSA)

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Travel Reimbursement Update

- Once implemented the CONUS rates will be refreshed into SMART by October 1 and April 1 of each year
- The rates will be effective at the point they're updated into SMART. Agencies will be notified prior to the updates occurring.
- US cities/towns accessed in SMART using the normal PeopleSoft search capabilities within the Travel & Expense Module
- Manual override is possible for exception situations

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Travel Reimbursement Update

- With CONUS, the meal rate (M & IE)includes a $5 incidental expenses allowance
  - Incidentals include fees and tips given to porters, baggage carriers, hotel staff, and staff on ships

- With current state rates, an allowance for incidentals is included in the lodging rate
  - Incidentals include tips given to hotel porters, bellhops, doormen, and maids

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Travel Reimbursement Update

Kansas Administrative Regulation Article 16
Travel Reimbursement

- 1-16-4 Date and hour of departure and return
- 1-16-5 After leave of absence
- 1-16-8 Use of privately owned or operated conveyance, limitations; reimbursement for transportation and subsistence expenses
- 1-16-15 Reduced Allowances
- 1-16-18 Subsistence Allowance
- 1-16-18a Designated High Cost Geographic Areas

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Travel Reimbursement Update

- Subsistence allowance based on quarter days
- Quarter day allowance for all quarters in travel status including quarter of departure and quarter of return

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Travel Reimbursement Update

- Same-day travel meal allowance
  - Follow current policies
  - Agency will select appropriate amount based on 15%, 35% or 50% (breakfast, lunch or dinner) of per diem, to be determined by agency

- SMART query will be provided that will show the per diem by location and the amount for each of the three percentages for agency to select from for meal provided

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Travel Reimbursement Update

- Reduced meal allowance for meals provided at no cost to the traveler
  - Follow current policies
  - SMART will allow user to select the meal(s) provided (breakfast, lunch or dinner) and the appropriate deduction from the per diem will be calculated: breakfast, lunch or dinner
    - Breakfast – 15%
    - Lunch – 35%
    - Dinner – 50%

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Travel Reimbursement Update

- Reduced Subsistence Allowance
  - Agency head or designee provides approval with revised DA-37 for reduced meals allowance or lodging expense
    - Previously required approval by the Secretary of Administration

- Copy of approved DA-37 must be maintained with SMART travel expense report or payroll documentation, as appropriate

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Travel Reimbursement Update

- Current policies continue for:
  - Conference Lodging
    - Reimbursement for actual conference lodging following current policies
  - Lodging up to 50% above established rate
    - Reimbursement for actual lodging expenses which exceed the travel location rate (CONUS) by up to 50% following current policies
  - Moving
    - Reimbursement using CONUS rates following current policies

Travel Reimbursement Update

- Border City Travel Rule and designated cities will be discontinued with CONUS
- In lieu of the Border City Travel Rule, the Department of Administration will consider requests for blanket approval for specific out-of-state travel locations (Kansas City, etc.). The requests will come from the agency head or designee and may be renewed annually.

Travel Reimbursement Update

- New series of travel & expense account codes will be used for all travel locations (in-state, out-of-state & international)
  - 52550 Travel & Subsistence (roll-up account)
    - 525510 Private Vehicle Miles
    - 525520 Private Charter
    - 525530 Ground Transp Exp
    - 525570 Air Rail and Bus Fair
    - 525580 Meals and Lodging
    - 525590 Non Subsistence
- Non-SMART users (Regents Institutions) will continue to process expenses through the AP module using the current in-state, out-of-state, international account codes

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Travel Reimbursement Update

- New account code will be used for moving of employee personal effects for both in-state and out-of-state moves
  - 521500 Moving Employees' Personal Effects

- Non-SMART users (Regents Institutions) will continue to use current in-state and out-of-state account codes for moving of personal effects

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http://www.gsa.gov/portal/content/104877

http://www.gsa.gov/portal/category/100120

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FY 2015 Per Diem Rates for Kansas

(October 2014 - September 2015)

SEARCH BY CITY, STATE OR ZIP CODE

Enter your City

Kansas

OR

Enter your ZIP Code

FIND PER DIEM RATES

Per Diem Map >

ADDITIONAL PER DIEM TOPICS

- Meals & Incidental Expenses Breakdown (M&IE)
- FAQs
- State Tax Exemption Forms
- Factors Influencing Lodging Rates
- FY 2014 Per Diem Highlights
- Fire Safe Hotels
- Have a Per diem Question?
- Downloadable Per Diem Files

Cities not appearing below may be located within a county for which rates are listed.
To determine what county a city is located in, visit the National Association of Counties (NACO) website (a non-federal website).

You searched for: **Kansas**

Primary Destination* (1)	County (2, 3)	Max lodging by Month (excluding taxes) 2014 Oct	Nov	Dec	2015 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Meals & Inc. Exp.**
Standard Rate	Applies for all locations without specified rates	83	83	83	83	83	83	83	83	83	83	83	83	46
Kansas City / Overland Park	Wyandotte / Johnson / Leavenworth	106	106	106	106	106	106	106	106	106	106	106	106	61
Wichita	Sedgwick	93	93	93	93	93	93	93	93	93	93	93	93	56

* NOTE: Traveler reimbursement is based on the location of the work activities and not the accommodations, unless lodging is not available at the work activity, then the agency may authorize the rate where lodging is obtained.
** Meals and Incidental Expenses, see Breakdown of M&IE Expenses for important information on first and last days of travel.

Travel Reimbursement Update

Questions?

Change Management

SMART Training Approach:

- Provide SMART users with hands-on opportunities to perform tasks using realistic training activities
- Provide updated training materials including Training Guides, and job aids that reflect changes to existing business processes and incorporate the new look and feel of PeopleSoft 9.2
- Conduct Information Sessions for any new functionality and/or business process changes that require more explanation
- No Formal Instructor Led or Web-Based Training will be developed during the course of the upgrade project
- Completion of upgraded training materials will not be tracked by the FOCUS Project Team

Training

SMART Training Approach:

- End-Users will be directed to www.smartweb.ks.gov to access all updated and new training materials
- UPK's
  - See it, Do it, Know it and Print it components
  - Access from the "Help" link within SMART

Security & Browser Compatibility

Security

- Map new functionality to existing SMART roles
  - No role mapping will be needed
- Minimal new roles:
  - 1 Bidder self-registration role
  - 3 eSupplier roles

Browser Compatibility

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- Current SMART 9.0:

Browser	Version
Internet Explorer	6, 7 & 8
Mozilla Firefox	1.5, 2, 3, 3.5 & 3.6
Google Chrome	n/a
Safari (Mac users)	2.0.4, 3, 4 & 5

- Upgraded SMART 9.2 desktop:

Browser	Version
Internet Explorer	9, 10 & 11
Mozilla Firefox	24, 30
Google Chrome	35
Safari (Mac users)	7 & 8

Browser Compatibility (cont.)

- Upgraded SMART 9.2 mobile device:

Browser	**Version**
iPhone	IOS 7, 8.0
Android	Google Android 4.4, 5.0

What's Next

FOCUS
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- Prepare your agency for Cutover
  - Detailed list of action items to be completed by agencies will be provided at next meeting
    - Action items will include cutoffs for closing out expense payments, workflow approvals, updating browsers, etc
  - SMART System will be unavailable starting 6 pm November 5th through November 12th, 2015. Access to SMART will be restored to agencies on November 13, 2015
  - SHARP System will be unavailable starting at 6 pm on Thursday, November 5th through Sunday, November 8th, 2015

What's Next

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- Monthly Maintenance Windows
  - Each month our hosting partner Sierra-Cedar sets aside one weekend a month to perform system maintenance
    - Clearing User Cache from All Cluster Servers, Rebooting all Windows Server, Applying security patches, etc.
- **Maintenance is scheduled each month from 6:00 pm Saturday to 6:00 pm Sunday**. Below are the dates for 2015

  November 14

  December 12

What's Next

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- 2016 Maintenance Dates are listed below:
  - January 23
  - February 20
  - March 19
  - April 23
  - May 21
  - June 25
  - July 23
  - August 20
  - September 24
  - October 22
  - November 19
  - December 17

Next FOCUS Upgrade Meeting

Focus on Customer ~ Upgrade ~ Support

Tuesday, October 13, 2015 from 9:00 to 11:30 AM

Held at the Topeka and Shawnee County Public Library, Marvin Auditorium 101ABC

Sierra-Cedar

Closing Remarks/Questions